



STATE OF WISCONSIN

Department of Safety and Professional Services

Governor Scott Walker

Secretary Dave Ross

Customers of Industry Services (formerly Safety & Buildings),

Effective 9/12/13 the voucher process has been suspended. You now have two options for paying for plan reviews. They are submitting a check with plans or requesting to be invoiced.

Wisconsin Department of Safety and Professional Services
Application for Review - Buildings, HVAC, Lighting,
Fire and Components – SBD-118

Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m), Stats.]

Office Use Only: Trans ID: _____

Assigned Reviewer: _____

Assigned Office: _____

Reviewer Start Date*: _____

For scheduling building, HVAC, and fire plans, use the web scheduler link under Plan Review at dsps.wi.gov.

This form is to be used only for mailing or dropping off plans without an appointment, scheduling a revision or stand-alone HVAC or fire plan, or submitting structural component plans. If you wish to schedule via fax or email, see Box 13 for further information. **Industry Services may redistribute plans to another office if needed to reasonably balance turnaround times.** You may monitor the status of your plan under Plan Review/Plan Status at dsps.wi.gov.

☐ **I wish to submit plans via SharePoint.**
SharePoint UserName: _____

Enter Previous Related Trans. ID if applicable: _____

If no previous related transaction is provided, plan review will be based on the current code, except for revisions. If a previous related transaction is entered and the parent building approval transaction has not expired, you may elect below to use the code in effect at the time of that approval for follow-up revision, HVAC, and fire protection submittals related to that building approval. Note that this submittal's approval would then expire no later than the parent building approval.

☐ Please review under the code in effect at the time of the parent building approval.

For Scheduling Revisions or stand-alone plans, enter date plan will be in our office: _____

Where should we send the appointment confirmation: ☐ Email: ☐ Fax: _____

1.a. Type of Submittal or Service Requested (check all that apply)

- ☐ New
☐ Alteration – Level: ☐ 1 ☐ 2 ☐ 3
☐ Addition/Alteration–Level: ☐ 1 ☐ 2 ☐ 3
☐ Approval Extension
☐ Revision
☐ Footing & Foundation Plans Only
☐ Permission to Start
☐ Follow Up of a Denial Within 8 Months
☐ Preliminary Consultation (contact reviewer before scheduling or submitting)
☐ Structural Framework Only
☐ Building Shell
☐ Multiple Identical Buildings (see box 5)
 Number of Buildings _____

b. Objects Submitted for Review as Current Review (check all that apply)

- ☐ Building
☐ HVAC
☐ Fire Suppression (see box 7)
☐ Fire Detection/Alarm (see box 7)
Other Projects (Stand Alone from above)
☐ Bleacher
☐ Canopy
☐ Kitchen Exhaust Hood
☐ Membrane Construction
☐ Rack Supported Storage Building
☐ Elevated Pedestrian Access

c. Structural Component Plan(s) which accompany this current plan submittal (check all that apply):

- ☐ Roof Truss ☐ Metal Bldg
☐ Floor Truss ☐ Fire Escape
☐ Steel Girder ☐ Precast Plank
☐ Laminated Wood ☐ Precast Wall

2. Occupancy Type

Major Use – Check Use with the Greatest Floor Area

- ☐ A Assembly
☐ B Business/Office
☐ E Educational
☐ F Factory/Industrial
☐ H Hazardous
☐ I Institutional/Daycare/CBRF
☐ M Mercantile/Retail
☐ R Residential
☐ S Storage
☐ U Utility/Misc

Additional Non-Accessory Occupancies – Circle All that Apply)

- A1 A2 A3 A4 A5
 B
 E
 F1 F2
 H1 H2 H3 H4 H5
 I1 I2 I3 I4
 M
 R1 R2 R3 R4
 S1 S2
 U

3. Construction Information

Construction Class – Circle One

IA IB IIA IIB IIIA IIIB IV VA VB

Area (project area, include all levels): _____ sq ft

If different, Heated/ventilated Area: _____ sq. ft

Sprinklered/Detector Protected Area: _____ sq. ft

Number of Floor Levels _____

Total Building Volume < 50,000 Cu. Ft. ☐ Yes ☐ No

Seismic Review Threshold (circle one)

1. B-F and greater than 1 story 2. A or 1 story

3. Non-Structural Alteration

4. Project Information – Fill in all known information

Site Number If Known _____

Project/Site Name _____

Tenant name or building designation _____

Previous Tenant Name _____

Number & Street _____

County _____ City () Village () Town () of _____

5. Identical Buildings (NOTE: Complete a separate application for each non-identical building)

Building/Facility Name/Designation	Building/Facility Address

Designer's Project Number (If Applicable) _____

Add Add'l Sheets if Needed _____

6. After plans are reviewed, please: (check all that apply)

***Refers to customer number from below**

☐ Call customer 1, 2, 3, 4 (circle number)* ☐ Mail plans to customer 1, 2, 3, 4 (circle number)*

☐ Hold plans for pickup by designer designated agent

Designer Information (Customer 1)

First Time Submitter ☐ Yes ☐ No

First Name _____ Last Name _____ Customer Number _____

Company Name _____

Address _____

City _____ State _____ Zip+4 (9 digits) _____

Phone Number (area code) _____ Fax _____ E-Mail _____

Check all applicable

- ☐ Designer of _____ Bldg _____ HVAC, _____ Lighting _____ Fire Alarm _____ Fire Suppression
☐ Supervising Professional of _____ Bldg _____ HVAC

WI Designer Registration # _____ Exp Date _____

Designer Information (Customer 2)

First Time Submitter ☐ Yes ☐ No

First Name _____ Last Name _____ Customer Number _____

Company Name _____

Address _____

City _____ State _____ Zip+4 (9 digits) _____

Phone Number (area code) _____ Fax _____ E-Mail _____

Check all applicable

- ☐ Designer of _____ Bldg _____ HVAC, _____ Lighting _____ Fire Alarm _____ Fire Suppression
☐ Supervising Professional of _____ Bldg _____ HVAC

WI Designer Registration # _____ Exp Date _____

Property Owner (not lessee) Information (Customer 3)

First Name _____ Last Name _____ Customer Number _____

Company Name _____

Address _____

City _____ State _____ Zip+4 (9 digits) _____

Phone Number (area code) _____ Fax _____ E-Mail _____

Other (Customer 4) _____ Add'l Owner _____ Designer _____ Mail to _____ Payer

First Name _____ Last Name _____ Customer Number _____

Company Name _____

Address _____

City _____ State _____ Zip+4 (9 digits) _____

Phone Number (area code) _____ Fax _____ E-Mail _____

7. Fire Protection

Provide the following information on any fire alarm or fire suppression system. If not part of this submittal, they will generally need to be submitted for review to the office that reviewed any building plans for the project, except that our Holmen office does not review fire protection plans. Submit plans for multi-purpose piping (MPP) systems as part of your plumbing plan submittal using the plumbing plan application, SBD-6154.

Check system type as applicable. Building plans must also include this information to determine allowable building area / heights

FIRE ALARM

() Complete () Partial () None

Type: () Automatic Detection

() Manual Alarm

Monitoring Type:

() Central Station

() Remote Supervision

() Proprietary Supervision

() Protected Premises

FIRE SUPPRESSION

() Complete () Partial () None

Type: () Wet () Dry () Pre-action/Deluge

() Anti-Freeze () Manual Wet

NFPA Fire Suppression Standards used

() 11 () 11A () 12 () 13 () 13R

() 13D () 13D - MPP () 14 () 15

() 16 () 17 () 17R () 17A () 20

() 22 () 24 () 750 () 2001 () Other _____

Submitter Comments or Requests (Optional)

8. Other Potential Plan Submittals Required For A Project?

- Contact Industry Services for individual submittal requirements for all of the following:
 - Petition for Variance – Submit form SBD-9890
 - Plumbing and private sewage systems under SPS 381-385
 - Elevators or Escalators under SPS 318
 - Swimming Pools or other Aquatic Centers within a Commercial/Public Facility under SPS 390
 - Tank storage of 5,000 gallons or more of flammable or combustible liquids under SPS 10
- Department of Health enforces building code requirements**, including plan review, for **hospitals and nursing homes**. Daycare facilities must meet building codes prior to their licensing.
- For licensing of hotels, motels, restaurants, pools, campgrounds, and bed and breakfast establishments contact the Environmental Sanitation Section, 608-266-2835.
- The Wisconsin Permit Center, 1-800-435- 7287, may be able to help you with other state permit requirements.

- Erosion control and stormwater management under SPS 360
- Boiler and pressure vessels under SPS 341
- Mechanical Refrigeration under SPS 345
- There is no state electrical review under SPS 316

Note: Be aware that state plan review and approval is separate from local permits. Check with the local municipality and county for their requirements.

9. Required Signatures

a) Supervising Professionals: If building will be 50,000 cu ft or greater (SPS 361.40) I have been retained by the owner as the supervising professional per SPS 361.40 for the performance of the supervision of reasonable on-the-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the department and municipality certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specifications. In the event that I am no longer associated with this project I will file a compliance statement (SBD-9720) notifying the department as such and indicating the current status of compliance.

Signature _____

Print _____

() Building () HVAC Date _____

() Building () HVAC Date _____

NOTE: Building supervising professional or registered designer is responsible for supervision of fire suppression/fire alarm installation (if applicable).

b) Component Submittal The department requires that the project designer review individual component submittals for compliance with the general design concept. The project designer, and department, will rely on the seal of the component designers for compliance with the codes as they apply to their designs.

Original Signature of Building Designer _____

Date Signed _____

Name of Component Fabricator _____

c) Optional Service-of Permission to Start Requested – (Be sure to check box under Building Submittal Type on front page)

() As the owner, I request to begin footing and foundation work PRIOR to plan review approval. I agree to make any changes required after plans have been reviewed, and to remove or replace any non-code complying construction. I will not permit construction above the foundation until approved plans are at the site.

(Additional \$75.00 fee per building) Request is for the following buildings: _____

Owner's Signature _____ Date _____

d) () Invoice designer, who will be personally responsible for payment.

Designer Signature _____

10. Statements of Owners and Designer

a) Owners Statement: The owner indicated on page one requests that plans be reviewed for compliance with the code requirements set forth in SPS 360 to 366 of the department. The owner recognizes responsibility for compliance with all the code requirements and any conditions of approval. If a building is 50,000 cubic feet in total volume or greater, plans are required to be prepared, signed, sealed and dated by a Wisconsin registered engineer or architect [SPS 361.31]. Signatures and seals affixed to the plans shall be original.

b) Designers Statement (SPS 361.20, 361.31(1), and 361.40): The designer indicated on page one of this form is responsible for preparing or supervising the preparation of the plans to the best of his/her knowledge to comply with the applicable codes of the Industry Services Division for this submittal. If a building, following construction of this project, contains more than 50,000 cubic feet in volume, plans are required to be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer [SPS 361.31(1)]. Signatures and seals affixed to the plans shall be original.

11. Fee Calculation Instructions
 Fee Schedule Summary: Wisconsin Building Code
 Calculate appropriate fee on page 4 and enter total on Page 4.

- I. Building, heating and ventilation, fire alarm and suppression plans. Fees relating to the submittal of all building and heating and ventilation plans (new, addition, alteration) and fire alarm and fire suppression plans shall be computed on the basis of the total gross floor area of each building, area of addition or area of alteration and shall be determined in accordance with Table SPS 302.31-1 or Table 302.31-2

Note: SPS 302 provides for a partial fee refund if a plan action has not been taken within 15 days of receipt of all required information.

Table 302.31-1
 Plan Review Fees for
 Buildings Not Located in Municipalities That Perform Inspections as an agent of the Industry Services Division

Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$50	\$50
2,500 - 5,000	350	250	100	100
5,001 - 10,000	600	350	150	150
10,001 - 20,000	800	450	200	200
20,001 - 30,000	1,200	600	250	250
30,001 - 40,000	1,600	900	400	400
40,001 - 50,000	2,100	1,200	550	550
50,001 - 75,000	2,900	1,600	800	800
75,001 - 100,000	3,600	2,200	1,100	1,100
100,001 - 200,000	6,000	2,900	1,400	1,400
200,001 - 300,000	10,500	6,700	3,300	3,300
300,001 - 400,000	15,500	9,800	4,800	4,800
400,001 - 500,000	18,500	12,000	6,300	6,300
Over 500,000	20,000	13,500	7,100	7,100

Table 302.31-2
 Plan Review Fees for
 Buildings Located in Municipalities that Perform Inspections as an Agent of the Industry Services Division

This table may be utilized for projects in municipalities that are delegated to perform inspections of the object type(s) that you are submitting as a certified municipality and/or agent of the department. Reduced fees do not apply to state owned buildings. Check our website home page at <http://dsps.wi.gov/Documents/Industry%20Services/Forms/Commercial%20Buildings/SB-CommBldgDeleMunis.pdf> , or call 608-266-3151 for the current list.

Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$250	\$150	\$30	\$ 30
2,501 - 5,000	300	200	60	60
5,001 - 10,000	500	300	100	100
10,001 - 20,000	700	400	150	150
20,001 - 30,000	1,100	500	200	200
30,001 - 40,000	1,400	800	350	350
40,001 - 50,000	1,900	1,100	500	500
50,001 - 75,000	2,600	1,400	700	700
75,001 - 100,000	3,300	2,000	1,000	1,000
100,001 - 200,000	5,400	2,600	1,200	1,200
200,001 - 300,000	9,500	6,100	3,000	3,000
300,001 - 400,000	14,000	8,800	4,400	4,400
400,001 - 500,000	16,700	10,800	5,600	5,600
Over 500,000	18,000	12,100	6,400	6,400

NOTES:

- A. **Plan entry fee of \$100.00** shall be submitted with each submittal of plans to the department in addition to the plan review and inspection fees.
- B. A fee reduction may be taken for plans involving **multiple identical buildings** located on the **same site** and **submitted at the same time**: The fees for the submittal of building, heating and ventilation plans for the first building shall be determined in accordance with the appropriate Table 302.31-1 or 302.31-2 on the basis of the total gross area of one building. The fee for each of the remaining identical buildings shall be computed on the basis of an area of less than 2,500 square feet.

12. CALCULATION OF FEES

Determine Project Area: The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, industrial equipment platforms, balconies, lofts, decks, all stories and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. Total project area is the summation of all floor areas that are part of this project. Attach a separate sheet if necessary for the calculations below:

Floor Level (specify)	Length	X	Width	=	Area
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
Total Project Area				=	_____

B. Determine Fee Table: Determine the appropriate fee table based on the project location.

C. Compute Total Fee

- **Building Fee** (from table) [\$_____.00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$_____.00] = \$_____.00
- **HVAC Fee** (from table) [\$_____.00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$_____.00] = \$_____.00
- **Fire Alarm Fee** (from table) [\$_____.00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$_____.00] = \$_____.00
- **Fire Suppression Fee** (from table) [\$_____.00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$_____.00] = \$_____.00
- **Miscellaneous Fee** No. of Buildings _____ x \$250.00 \$_____.00
(plans submitted within 8 months of denial, separate footing/foundation, independent bleacher plans more than 10 feet apart, structural framework, etc)
- **Permission to Start Construction** No. of Buildings _____ X (\$75.00) \$_____.00
- **Revision to previously reviewed, but not denied, plans** No. of Buildings _____ X (\$75.00) \$_____.00
(This includes submittal of revised plans, within 30 days, after an additional information/hold action)
- **Additional number of plan sets** No. of Plan sets in excess of 5 _____ X (\$25.00/set) \$_____.00
- **Components** \$_____.00
Trusses, precast, metal bldg, joist girders, etc. If submitted with or as a follow up to a current bldg project, fee is only the minimum \$100 submittal fee. If submitted as a stand-alone project or submitted following final inspection of the building, fee is \$250 plus the \$100 submittal fee.
- Other \$_____.00
- Submittal Fee (required for each and every separate submittal of choices above) \$ **100.00**
- Additional sets of approved plan sets requested after plan approval No. of plan sets _____ X (\$25.00) \$_____.00
- Plan approval extension (\$120.00) \$_____.00

Make checks payable to Industry Services Division.	Total Amount Due \$_____
If designer wishes to be invoiced, complete box 9d on page 2.	Revenue Code 7648

13. Appointment, Scheduling Information, and Plan Submittal Checklist.

To schedule for other than revisions – do not use this form. Instead you can use IS's 24-hour web scheduling site: [Plan Review Scheduling](#) to reserve an appointment date while you are still working on the plans.

For revision reviews, stand alone HVAC reviews, and stand alone fire appointments, email this form to dspssbplanschedule@wi.gov or fax to 877-840-9172.

Web scheduling allows you to view the next available appointment. You will receive a completed application form with an appointment date, transaction ID number, assigned reviewer, and required fees based on what you entered. Scheduled plans must be received in the office of the appointment no later than two working days before the confirmed appointment.

Check our Website: <http://dsps.wi.gov/Plan-Review>. You may email technical code questions to DspssbBuildingTech@wi.gov or fax to 608-283-7403.

Madison 1400 E Washington Ave 53703 PO Box 7162 Madison WI 53707-7162 608-266-3151 TTY Contact Through Relay Fax (for sending questions or additional info to reviewers) 608-267-9566	Hayward 10541N Ranch Rd Hayward WI 54843 715-634-4870 Fax (for sending questions or additional info to reviewers) 715-634-5150	LaCrosse Area 3824 N Creekside La Holmen WI 54636 608-785-9334 Fax (for sending questions or additional info to reviewers) 608-785-9330	Green Bay 2331 San Luis Place Green Bay, WI 54304 920-492-5601 Fax (for sending questions or additional info to reviewers) 920-492-5604	Waukesha 141 NW Barstow St. 4 th Floor Waukesha WI 53188-3789 262-548-8600 Fax (for sending questions or additional info to reviewers) 262-548-8614
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